

TSHIPI ENTLE MANGANESE MINING

MINUTES OF SCOPING MEETING FOR IAPS

DATE	11h00, 30 July 2013
VENUE:	Hotazel Recreation Centre
PROJECT:	Tshipi EIA/EMP Amendment
SLR COMPANY:	SLR Consulting (Africa)
PROJECT NUMBER:	710.20008.00008
PURPOSE:	<p>The purpose of the meeting was to:</p> <ul style="list-style-type: none"> • introduce the proposed project; • understand the environmental process being followed; • raise and record environmental issues; and • discuss possible environmental specialist investigations to be conducted for the EIA/EMP.
ATTENDANCE:	An attendance register is presented in APPENDIX 1.

1. OPEN AND INTRODUCTION

Suan Mulder (SM) from SLR Consulting (Africa) (Pty) Ltd (SLR) opened the meeting and welcomed all delegates. Also present from SLR was Caitlin Pringle (CP). Present from Tshipi were Jeff Leader (JL) and Nthabaleng Paneng (NP). SM explained that due to the limited attendance, the meeting would be an informal discussion between the SLR team, representatives from Tshipi and IAPs. All IAPs were provided with a copy of the presentation.

2. APOLOGIES

None.

3. PRESENTATION

Using A1 maps of the proposed project area and a hard copy of the presentation, SM discussed the proposed project on the environmental assessment process that is currently underway for the Tshipi Borwa Mine. A copy of the presentation is attached in APPENDIX 2.

4. DISCUSSION

A number of issues were raised by Mr Pyper during the meeting. These have been recorded in the table attached as APPENDIX 3. Where a response was provided the response has been included in the table.

5. THE WAY FORWARD

SM outlined the way forward as follows:

- Distribute scoping report (approximately August 2013)
- Regulatory authority and public review (40 days)

- Specialist EIA investigations (over next 6 months)
- Distribute EIA and EMP report (approximately December – January 2013)
- EIA/EMP feedback meetings (approximately January 2013)
- Distribute notifications of decisions

EIA Process Logistics:

Distribution of summaries, newsletters, notice of decision:

- By post and/or e-mail to registered IAPs (English and Afrikaans); and
- SMS notification

Distribution of complete reports

- Joe Morolong Local Municipality;
- John Taolo Gaetsewe District Municipality;
- Hotazel Public Library;
- SLR's offices in Johannesburg; and
- Electronically on a CD, made available to IAPs on request.

Registered IAPs will receive invitations to meetings, summary documents, newsletters and records of decision via post and/or email. Complete reports will be placed at the locations located above. Smses will be sent to the registered cell phone addresses indicating that reports are available at the indicated locations.

6. CLOSE

The meeting was closed by SM.

APPENDIX 1: ATTENDANCE REGISTER

Name and Surname	Interest in project	Postal address	Contact numbers	E-mail
Suan Mulder	SLR	P.O. Box 1596 Cramerview 2060	011 467 0945	smulder@slrconsulting.com
Caitlin Pringle				cpringle@slrconsulting.com
Jeff Leader	Tshipi Borwa Mine	Farm Mamatwan P O Box 2098 Kathu 8446	053 723 1024	jeff@tshipi.co.za
Nthabaleng Paneng			053 739 4700	nthabaleng@tshipi.co.za
Hendrik Venter	Landowner- Saltrim Ranchers (Pty) Ltd	P O Box 8 Hotazel 8490	082 507 7716	camel@vodamail.co.za
Sam Fiff	Environmental Risk Management-Transnet Freight Rail			sam.fiff@transnet.net
Protea Leserwane	UMK Mine	Private Bag X 1532, PN 421 Kuruman 8460	082 940 1876 082 382 7858	pleserwane@umk.co.za
Trudy Mudau			079 451 9151	trudy.mudau@umk.co.za

Project: Tshipi EMP Amendment Project

SLR Company: SLR Consulting (Africa) (Pty) Ltd

Date: 30 July 2013

Meeting: Hotazel Recreational Club – General Scoping Meeting



Name and Surname	Interest/ Designation/ Farm	Postal address	Contact numbers	E-mail
Suan Mulder	SLR	P.O. Box 1596 Cramerview 2060	011 467 0945	smulder@slrconsulting.com
Caitlin Pringle	"	"	"	cpringle@slrconsulting.com
Saltman Parvatesh Patel H.P. Parvatesh	"	Box 8 Hatfield 87490	082 507 7716	Carnegie@verdamad.co.za
Nthabelene Peneng	Tshipi Barwa Mine	Mamathwan 321 P.O. Box 2098 Kathun, 9446	053 737 4700	nthabeleng@tshipi.co.za
Sam F.C.F.	ENVIRONMENTAL RESILIENCE TRANSITION FORUM RAIL	P.O. Box 255 BLOEMFONTEIN 9700	051 408 2565	SAM.F.C.F@BANDW.NET
P. R. T. A. KESSELS	UNIK - Mine	PRIVATE ROAD 1532 PN 421 KURUMMEL, 8460	082 940 1876 082 382 7858	Protea@disphilekito.co.za Preserabane@cmk.co.za
Tracy Muelau	Unik Mine	"	079 451 9151	Tracy.Muelau@Unik.co.za
JEFF LEADER	Tshipi: 6th / Atsimbini	P.O. Box 381 Kathun, 8446	082 499 8001	jeff@tshipi.co.za
Ben	BHP	P.O. Box 179 HOTAZEL	073 206 6454	

APPENDIX 2: PRESENTATION



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Environmental Impact Assessment for the proposed changes to surface infrastructure at the Tshipi Borwa Mine

Public Scoping Meeting

30 July 2013

Agenda

- Welcome and opening
- Overview of the proposed project
- Environmental process overview
- Overview of the existing status of the environment
- General discussion
- Close

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Meeting protocol

- Please switch cell phones off or onto a silent setting
- There will be a dedicated question and answer session
- Before asking a question, please raise your hand and state your name clearly so that we may correctly record it in the minutes
- This is a Scoping Meeting, and therefore the emphasis is on recording the questions and comments correctly, so that they may be addressed in the Scoping Report or Environmental Impact Assessment. We do not have all the answers at this stage.

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Overview of proposed project

- Tshipi é Ntse Manganese Mining currently operates the developing Tshipi Borwa Mine located on the farms Mamabwen 331 and Moeb 700
- The mine currently holds an approval (NC/30/51/27/0206MR) from the DMR and an approval (NCR/04/RATHU/37/2008) issued by the DENC
- Tshipi is proposing to amend its approved EIA and EMP to cater for changes to its approved infrastructure layout that have already taken place, as well as proposed changes. Changes that have already taken place include:
 - the relocation of the two waste rock dumps;
 - the relocation of the office, plant, workshop and related infrastructure;
 - design and capacities change of the approved stormwater dams; and
 - changes in the design of the railway siding.
- Proposed changes to the approved infrastructure layout include:
 - the establishment of an additional stormwater dam;
 - the relocation of the low grade and fines stockpiles;
 - the expansion of the existing sewage treatment plant;
 - the expansion of the existing diesel storage facility;
 - development of a boundary mining venture with the Mamabwen Mine; and
 - a mixture of gravel, sand, waste rock and tailings material to backfill a portion of open pit.

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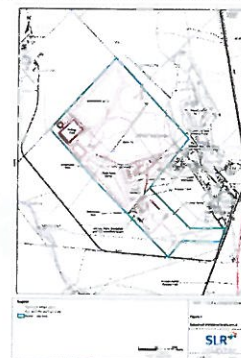
Local setting of proposed project



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Approved infrastructure layout



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Proposed infrastructure layout



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Environmental Process (1)

What?

- Assessment of the potential impacts of the proposed project on the environment
- Environment definition (water, soils, air etc)
- Implementing appropriate management measures

Why?

- Legal requirement
- It is the right thing to do

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Environmental Process (2)

How?

- Scoping phase
 - Identification and participation of IAPs (landowners, adjacent landowners, land users, NGO etc.)
 - Identification of potential impacts
 - Sets out potential impacts to be assessed further and how these investigation will be done
 - Compilation of scoping report
- Environmental Impact Assessment (EIA) and Environmental Management Programme (EMP) phase
 - Assessment of impacts of the proposed project on the environment
 - Identification of management measures
 - Compile EIA and EMP report

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Environmental Process (3)

Permissions to be obtained:

- Environmental authorisation (DENC)
- Decision on EMP Amendment (DMR)
- Water use licence for new water uses (DWA)
- Waste licence for the expansion of the sewage plant (DEA)
- Air Emissions License for the expansion of the diesel storage facility (DENC)

Local authorities

- Joe Morolong Local Municipality
- John Taolo Gaetsewe District Municipality

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Status of the existing environment

- **Geology:** Tshipi Borwa Mine is located in the Klahari Basin which is a manganese hostal iron formation
- **Climate:** Northern Steppe Climatic Zone. Semi arid regions characterised by seasonal rainfall (386mm to 455mm) generally in form of thunderstorms. Prevailing wind direction is southeast.
- **Topography:** The mine is located in a relatively flat area with a gentle slope towards the North West. The elevation on site varies from 1087 m to 1107 m above mean sea level (mamsl).
- **Soils and land capability:** Soils types are homogeneous in terms of texture, structure, and soil depth and consist of deep (>1.5m) windblown sand of the Hutton soil form. Soils at the mine have a low cultivation potential due to the high infiltration rates associated with sandy soils.

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Status of the existing environment

- **Land use:** Land uses surrounding the mine include a combination of livestock grazing, game farming, mining, railway and sparsely situated residences.
- **Animal life:** Several bird and mammal species are likely to occur on site. These include, the Northern Black Korhaan, the Longbilled lark, the Grey hornbill, Chat Flycatcher, Steenbok, Duiker, Suricate, White-tailed Mongoose, Mole, and ground squirrels. It should be noted that the animal life population in general has been disturbed due to the existing Tshipi Borwa Mine, Mamatwan and UMK activities and pre-mining activities such as farming and prospecting.

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Status of the existing environment

- **Plant life:** The Tshipi Borwa Mine falls within the Kathu Bushveld and consists of three habitat/vegetation types. These habitat/vegetation types include the *Acacia haematoxylon Savannah*, *Mixed Acacia Savannah* and *Grewia Flava Scrub*.
- **Surface water:** The mine is located within Quaternary Catchment D41K. The closest watercourses to the mine are the non-perennial Vlermuisleegte (± 2 km southwest), the non-perennial Willeegte (± 10 km northeast), and the non-perennial Ga-Mogara (± 6 km west). Surface water in the area may be used for livestock watering and limited domestic purposes. However, no reliable surface water use is possible from any of the watercourses (Gamogara, Willeegte, Vlermuisleegte Rivers) due to their non-perennial nature and related seasonal river flow.

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Status of the existing environment

- **Groundwater:** Two aquifers are present beneath the mine, namely a shallow aquifer comprising Kalahari sands and calcrete and a deeper fractured aquifer comprising Dwyka clay and Moodraai dolomite formation. The average ground water level at the mine ranges from 20 m to 45 m below ground level. Groundwater flows are in a west-north-west direction.
- **Air quality:** Apart from the current Tshipi Borwa Mine operations, various activities in the area have potential to contribute to the emission of pollutants. These pollutants include: fugitive dust from veld fires, wind erosion from open areas, dust generated by dirt road travelling, agricultural activities, vehicle tailpipe emissions, emissions from neighbouring mines, household fuel combustion, and rail-related fuel combustion.

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Status of the existing environment

- **Noise:** The greater area is generally defined by rural features and is not subjected to elevated noise levels. Existing noise in the project area is mainly caused by surrounding farming activities, localised traffic, train movements, and mining operations.
- **Visual:** The Tshipi Borwa Mine is located within the flat open plains of the Kalahari. The site is rural in nature as it is sparsely populated with farmhouses scattered throughout the area. The existing mining operations (on site and adjacent to the site) and construction activities have already affected the sense of place and natural visual character of the area.
- **Heritage/cultural & palaeontological resources:** No significant heritage resources or cultural materials have been found to occur at the Tshipi Borwa Mine.

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Status of the existing environment

- **Socio-economic:** Farm houses and farm worker residences are the closest settlements to the mine and are located within a 2 km radius. There is a high level of unemployment with a dependency on subsistence agriculture, the public sector, seasonal workers and employment in the mining sector. Water provision and sanitation remains a challenge, mostly in the rural areas.

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Anticipated environmental aspects associated with the proposed project

- Loss and sterilisation of mineral resources (associated with backfilling of tailings material in the open pit)
- Hazardous excavations and infrastructure
- Soil and land capability
- Biodiversity (Loss of Fauna and Flora)
- Surface water (Alteration of drainage patterns and pollution of surface water resources)
- Groundwater (Contamination of groundwater)
- Air (Contribute additional air pollution)
- Visual
- Heritage
- Land use
- Socio-economic (Positive and negative socio-economic impacts)

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Questions, Comments and Queries

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Way forward

Scoping Report public and authority review (August 2013)

- Summary (English/ Afrikaans): per post and e-mail
- Scoping report (English): at public venues
- Suggested venues:
 - o Joe Morolong Local Municipality
 - o John Taolo Gaetsewe District Municipality
 - o Hotazel Public Library
 - o Kathu Public Library
- Regulatory authorities and IAPs: 40 days to submit comments

Conduct specialist investigations and complete EIA

Stakeholder feedback meetings in EIA Phase and opportunity to review EIA and EMP report

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Close

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APPENDIX 3: RECORD OF ISSUES RAISED AND RESPONSES GIVEN

ISSUE RAISED	NAME	RESPONSE GIVEN
<p>Technical/project-related issues</p> <p>Why are there changes being made to the currently approved infrastructure?</p>	Hendrik Venter	<p>The proposed changes will allow for an improved infrastructure layout to better cater for the mine requirements. As indicated on Slide 4 of the presentation, this includes the relocation of the waste rock dumps so as to prevent the sterilisation of minerals in the pit, relocation of the office, plant and related infrastructure, design and capacities change of the stormwater dams, changes to the design of the railway, the establishment of an additional stormwater dam, the relocation of the low grade and fines stockpiles, expansion of the existing sewage treatment plant, expansion of the existing diesel storage facility, and use of tailings material to back fill the open pit.</p>
<p>With reference to the baseline environment, I would like to suggest that the prevailing wind direction is in fact not south east but rather north east.</p>	Protea Leserwane	<p>The weather data used for the purposes of the presentation we sourced from the Kuruman station. It is agreed that the prevailing localised wind direction is north east. The report will reflect this.</p>

SLR Company: SLR Consulting (Africa) (Pty) Ltd
Date: 30 July 2013

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Name and Surname	Interest/ Designation/ Farm	Postal address	Contact numbers	E-mail
Suan Mulder	SLR	PO Box 1596 Cramerville 2060	011 467 0945	smulder@slrconsulting.com
Caitlin Pringle	"	"	"	cpringle@slrconsulting.com
John Pringle	"	Box 8 Hazyton 8490	082 5077716	Camel@latamail.co.za
H.P. Mulder	"			
Nthabeni	Tshipi Borwa Mine	Mamabuan 321 P.O. Box 2098 Kathu, 9460	053 739 4700	Nthabeni@tshipi.co.za
Sam F.F.F.	Evuamama Rustman Transvaal Foster Mkt.	P.O. Box 255 Bosmanfontein 9300	051 408 2565 083 284 3619	Sam.F.F.F.@Transvaal.NAT
Protea Lesetse	UNK-Mine	P.O. Box 840 X 1532 ON 421 KURUMATH, 8460	082 940 1876 082 3827858	Protea@Daphne.kitho.co.za Plesetse@vank.co.za
Tracy Mulder	UNK mine	"	079 451 9151	Tracy.Mulder@unk.co.za
Jeff Heeder	Tshipi & Mthlathle Mining Co.	P.O. Box 381 Kathu, 9446	082 499 8001	jeff@tshipi.co.za
Ben	BHP	P.O. Box 179 Hazyton	073 2066454	

10 Cortina Street

Wrenchville

Kuruman

8468

15 July 2013

Tshipi E Ntle Manganese Mining

Dear / Sir Madam

APPLICATION FOR ANY VACANT POSITION


I hereby apply for any vacant post at your company.

I am a hard worker. I make sure I achieve the best results in everything I do. I am sincere person, determined, loyal and responsible with good communication Skills.

With the experience I acquire over the years, I believe my involvement with your business will bring a significant contribution towards the growth and stability of the company.

Therefore I believe this letter will serve as an invitation for an interview.

Yours sincerely,



Mr. E. Cloete




CURRICULUM VITAE

OF

EPHRAIM JOHANNES CLOETE

**PERSONAL INFORMATION**

Surname:	Cloete
First Names:	Ephraim Johannes
Date of Birth:	30 December 1973
Identity Number:	731230 502 708 0
Citizenship:	South African
Gender:	Male
Race:	Colored
Marital Status:	Married
Dependants:	03
Home Language:	Afrikaans
Other Languages:	English
Fully Bilingual:	Yes
Health:	Excellent
Contact Number:	073 203 8808
Home Address:	7a Spreeu Street Wrenchville Kuruman 8460



EDUCATIONAL QUALIFICATIONS

High School Qualifications:

Grade 10

Subjects Passed:

Afrikaans
English
Geography
Biology
Economics
Business Economics

TECHNICAL QUALIFICATIONS

NTC 2\3:

Electrical Trade Theory
Industrial Electronics
Logic Systems
Radio & TV Theory

NTC 4: Mathematics

Industrial Electronics
Electro Techniques
Fault Finding & protective Devices
Computer Principles

NTC 5\6:

Logic Systems
Industrial Electronics
Computer Principles

CERTIFICATES

- ❖ Electrical Modular Training (NTTI) (1995-1996) (MERSETA)
- ❖ Boilermaker Modular Training (NTTI) (1996-1997) (MERSETA)
- ❖ Radio Serving (Diploma) (Milwaukee School) (1993-1994)
- ❖ JV, VCR, Satellite Dish installation (Athlone Technicon Training Centre) (2000).
- ❖ Electrical Construction Modular Training (ECA) (2001)
- ❖ Introductory Computer Practice NTC4 (Kathu College)
- ❖ (MQA) MODULAR Training Electrical

**WORK EXPERIENCE**

Company: South African National Defence Force
Period: 1990-1991
Position: Rifleman (voluntary)

Company: Okiep Copper Company
Period: 1996-1997
Position: Boilermaker Aid

Company: Okiep Copper Company
Period: 1997- 1998
Position: Boilermaker Aid
Tasks: Building water pipelines

Company: Alladin Electronics
Period: 1998-1999
Position: Repair Technician
Tasks: Radio & Audio Equipment

Company: De Tiger Electrical Electrician
Period: 2001
Tasks: Installation & wiring.

Company: Alpha Electronics
Period: 2002-2005
Position: Electrical Electronics Technician
Tasks: Repairs & Installation Electrical
Electronic Equipment

Company: Noeth Constructions
Period: 2005-2006
Position: Electrical Sub Contractor
Tasks: House wiring
Installation 220V/380V

Company: Transtate
Period: 2006-2007
Position: Electrical Contractor
Tasks: Electronic Technician (2005- 2007)
Repairs Electrical
Electronic Systems 12v, 24v, 220v, 380v.
Fuel Automation
Oil Pumps.



Company: Track Star
Period: 2007- 2009
Position: Electrician
Tasks Installation & Wiring 220v- 380v

Company: Crofnett
Period: 2009-2010
Position: Electrician
Tasks Installation & Wiring
Maintenance 220v, 380v

Company: Wade Walker
Period: 2009
Position: Electrician
Tasks Building Plant Ndwaneng 2 Black Rock

Company: Jormid Electrical
Period: 2009- 2011
Position: Electrician
Tasks Re Build Rope Shovels
Drill Rigs

REFERENCES

Maintenance Manager
Transstate:
Thomas Van Graam
083 708 6668

Mr. Peter Van Der Westhuizen
Manager
Track Star Trading
083 264 6310

The Site Manager
Jormid Electrical
076 042 6119

- Attend workshops/ courses with the management of government protocol, policies & legislative framework.
- Maintain the calendar of appointments and mail- ensuring that the CHIEF DEPUTY COMMISSIONER is kept abreast of all appointments and changes as well as matters requiring immediate attention.
- Arrange meetings and conferences with privates/ public sectors upon request.
- Compiling a financial report within the different Directorate's.
- Provide overall strategic, direction and leadership in the office of the CHIEF DEPUTY COMMISSIONER.
- Oversee the provision of an effective executive support for the office of the CHIEF DEPUTY COMMISSIONER.
- Operate the computerized post tracking system at the different directorates, combined and combined statistics on a monthly basis to the CDC OFFICE..
- Knowledge to operate on electronic document management system and do quality control of documents.
- Manage outgoing correspondence in the office of the CHIEF DEPUTY COMMISSIONER.
- Provide management support to the CHIEF DEPUTY COMMISSIONER.
- Manage the filling system in the office of the CHIEF DEPUTY COMMISSIONER.
- Ensure that the office functions properly during the absence of the CHIEF DEPUTY COMMISSIONER.
- Prepare and submit travel claims for approval and payment at Logistics.
- Creating PowerPoint presentations and Excel documents.
- Perform internet research and trouble shoot the latest technology in the office.
- Develop spreadsheets, write correspondence, supervise databases and produce presentations, reports and documents as they use desktop publishing software and computer graphics.
- Assist, maintain small amount of clerical tasks as opposed to other positions including organizing of conference calls, scheduling of meetings as well as more complex responsibilities such as performing research, planning statistical reports, teaching employees, and directing other clerical staff.
- Organize correspondence and official documents such as summons, complaints, motions, responses and subpoenas.
- Assist Legal journals and aid with legal research, such as confirming quotes and credentials in legal briefs.
- Knowledge of computer programs dealing with spreadsheets.
- Liaise with stakeholders with regard to general queries and provide assistance / information.
- Make logistical arrangements for meetings and workshops.
- Assist with procurement of goods and services for the office.
- Make travel arrangements for investigators.
- Taking minutes and perform other office administration related functions.

- Manage the filing system.
- Assist other managers in the office with related administrative functions, such as making photocopies, faxing documents e.t.c.
- Assist with personal tasks within an agreed framework.
- Prepare meeting files for the Directorate.
- Do Petty cash administration.
- Telephone and asset management.
- Give support to other Personal Assistants, Administrative Secretaries as well as Administration Clerks.

CASE MANAGEMENT SUPERVISOR (MAY 2008 - CURRENT)

- Make sure that member report on time- daily; check that members sign for safety equipment upon arrival.
- Check that registers be kept up to date; inspection of cells (Neatness of offenders, cells and courtyards) and see to it that shafts are clean daily.
- Supervision during unlock and lock up; see to it that enough members are present during exercise and the dishing out meals.
- Checked that complaints and Medical complaints are handled daily; has been register in the complaints and request register and those complaints are captured before the end of the month on the computer.
- Identify and report training of staff and the financial implication of the training before recommend it to the higher level for approval.
- Does the Merit assessments of her supervisee's and make sure that there's no unfair treatment of members and appraise staff for their performance during the year.
- Counseling of staff, assisting with problems and in finding appropriate solutions.
- Supervisee staff in executing their duties on a professional level, provides support to supervisee's and security officers and offenders.
- Arrangement of the duties of the staff in the unit and ensure consistent system of activities every day.
- Attend Senior Management meeting, OSH ACT, Corrections PMC, Club Committee and Union Meetings with Senior Managers.
- Investigate and deal with incidents, surpluses and losses.
- Ensure that offenders are aware of what is expected of them; that they do not escape or cause any harm to the rest of the offenders.
- Identified and deal with security issues within the centre.
- Make sure that every offender has the basic needs and that there is enough accommodation for all offenders.
- Maintain control of discipline of members and offenders.

- Ability to facilitate decision making at higher level and interact extensively with Senior Management.
- Strong understanding of the concept of service delivery, knowledge of government policies.
- Extensive understanding and experience in managing funded projects in the department and outside EG VOD, IMBIZO, and Batho Pele Principles.
- Check and control all registers, Key registers- members to sign keys registers when obtaining keys. Changing of keys must be by complied at the keys all times.
- Movement register, by admitted of offenders must be kept at all times and also when offenders go out for bail, fines etc.
- Did the financial administration like the budgeting of funds and is accountable for expenditure in terms of the section.
- Did personnel administration included: determining the duty rooster / leave arrangements, Merit Assessments of staff, Disciplinary action against staff, and the personnel development and counseling of staff.

REFERENCES:

1. Mr. Kallan JP
Deputy Director (Departmental Investigation Unit)
Correctional Services
National Head Office (Pretoria)
(012) 307 2038
2. Mr. Murphy O
Head: Kuruman Correctional Centre
Tel: (053) 712 0006/7 Ext 103
Mobile: 082 337 3604
3. Mr. Galant OD
Kuruman Correctional Centre
Operational Support
Tel: 053 712 000 6 /7
Mobile: 073 377 0502

Private Bag 1511
Kuruman
8460
11 July 2013

Tshipi E Ntle Manganese Mining
Kathu

Dear Sir/ Madam

RE: APPLICATION FOR ANY VACANT POSITION

Kindly be pleased to receive the application hereto attached, are copies as under listed.

- A Motivation letter
- My Curriculum Vitae
- Identity Document

The same is forwarded to receive consideration irrespective of application for vacant any vacant post.

The contents contained in every sheet hereto attached are true in every respect, and know to my conscience that, any information, not correct is aimed at misleading the attention giver, the same regarded as illegal.

Hope my application will receive your consideration.

Regards,



Ms. Bezuidenhout SC

I am a 30 year old female serving in department of Correctional Services with 9 years service serving with pride. I'm currently working as a Case Management Supervisor and am entrusted with full responsibility for running the unit which consist of 10 case officers, 03 security officers and 150 offenders which I'm supposed to deal with on a daily basis.

My daily tasks include but are not limited to:

- General Manager of the unit convicted Adult section and the work entail attending to individual complaints and maintain a good relationship between offenders and the service providers (officials).
- As part of administration duties which include typing, checking and controlling case files, registers, financial management, Supply chain management, and submit monthly statistics to HCC, Do investigations, be initiator at Formal disciplinary hearings. Asset Controller in my Unit. Appointed as Activity Control Manager (personal Hygiene),
- Ability to facilitate decision making at higher level and interact extensively with Senior Management.
- Strong understanding of the concept of service delivery, Knowledge of government policies.
- Extensive understanding and experience in managing funded projects in the department and outside EG VOD, IMBIZO, and Batho Pele Principles.
- Attended First Aid courses, Disciplinary Hearing, Do investigations, be initiator at Formal disciplinary hearings.
- Is part of the OSH Act team, Secretary of the General Club, Secretary of the Union, secretary on some disciplinary hearings if not the Initiator.
- Chairperson of the Inventory controller team.
- As you can see I have the following Skills, Leadership and Management, Computer skills, Project Management EG. IMBIZO, VOD, Batho Pele, Communication, Creativity, Qualification, Training and experience.
- Attending meetings with management team in request to reach the primary objectives of the department of correcting the offender's behavior.
- Amongst my work related tasks I'm a motivational officer to all offenders to whom their rehabilitation process is entrusted upon me. I'm determined, assured and committed hard worker. I strive for perfection and success in everything I do.
- I am eager in completing whatever task entrusted unto me to the best of my ability.
- I can stay strong when the environment changes and need adaption of highest caliber.
- I am acquainted to work in a team and my skills of working in a team are what lead to the post of Unit Management Supervisor.
- I do my duties in a manly fashion and as a good leader I act in the interest of the people surrounding me.

I'm looking forward to be a meaningful employee to your company and contributing immensely at reaching the companies aims and objectives.

I would avail myself for an interview at any time should my application be considered.

Kind Regards,

Ms Bezuidenhout SC

Curriculum Vitae Of Sue-Allen Catherine Bezuidenhout

CURRICULUM VITAE**SUE- ALLEN CATHRINE BEZUIDENHOUT****BIOLOGICAL DATA:**

First Name: Sue- Allen Cathrine
Surname: Bezuidenhout
Contact Details: Work: 053 712 0006 / 7 Ext x122 /119/ 142
Mobile: 082 531 9804
Facsimile: 053 712 0040
Residential Address: 7A Spreeu Street
Wrenchville
Kuruman
8468
Identity Number: 820904 0063 082
Date of Birth: 04/09/1982
Health: Excellent

EDUCATIONAL QUALIFICATIONS**SCHOOL QUALIFICATION**

Last School Attend: Wrenchville Secondary School
Qualification Attend: Grade 12
Year obtained: 2001

SUBJECTS PASSED: Afrikaans
English
Business Economics
Biology
Geography
History

TERTIARY QUALIFICATION

Name of Institution: HAVA- Tech Pretoria

Year Obtained: 2002

Qualification Obtained: Computer Literacy & Office Administration

Subjects Passed: Introduction to Computing

Basic of Windows Environment

Microsoft Word

Microsoft Access

Microsoft PowerPoint

Microsoft Excel

Effective Business Communication

Running the Modern Office

EMPLOYMENT HISTORY

COMPANY: NICRO- National Institute for Crime prevention and the Reintegration of Offenders

JOB TITLE: Receptionist / Office Assistant

FUNCTIONS PERFORMED: (FEBRUARY 2003- SEPTEMBER 2004)

RECEPTIONIST / OFFICE ASSISTANT

- Answer, Screen and redirect incoming calls to various social workers as well as taking messages if members are not available.
- Manage incoming / outgoing correspondences of the Managers Office.
- Managing appointments and arranging meetings.
- Manage an electronic diary / instruction booklet to make appointments and scheduling of meetings and daily activities.
- Typing and formatting of letters, memorandums and documents and additionally provide a document management support to the Manager.
- To effectively execute all administrative duties e.g. booking of venues; responsible for venue preparation, food preparation, refreshments and technical assistance at meetings.
- Ensure proper record keeping and manage the filing system in the Managers office.

- Provide administration support and ensures the smooth running of the General Meetings.
- Conducting and organizing office administrative duties and events, as well as receiving and handling information for distribution to staff and clients.
- Maintaining the daily register of the Directorate as a whole.
- Handling travel arrangements and follow the logistical procedure.
- Serve as an information manager, organizing and preserving paper and computer files, managing projects, performing research and distributing information through the use of telephones, mail and e-mail.
- Co- ordination of telephone and cell phone expenses.
- Responsible for the handling of petty cash, expenditure and the safe keeping of money.
- As an office administrator I did messenger service (do banking and posting for the office).
- Assist with the managements personal / private matters within an agreed framework.
- Overall executive support services to the office of the Manager and Social workers.

COMPANY Department of Correctional Services

JOB TITLE: Personnel Clerk / Administration Clerk / Secretary /
Case Management Supervisor

FUNCTIONS PERFORMED: (SEPTEMBER 2004- JANUARY 2005)

PERSONNEL CLERK

- Manage records management systems.
- Acquire & manage electronic documents management systems.
- To ensure that all injury- on - duty are reported and all claims arising there for are administered according to the appropriate Acts and ordinances.
- Responsible for the administration of the housing guarantees for members staying on the premises.
- Capturing of leave credits and records on the system.
- Liaization of files in an A-Z filing cabinet.
- Handling in coming / and outgoing mail.
- Operates the computerized post- tracking system.
- Knowledge to operate an electronic document management system and able to do quality control documents.

ADMINISTRATION CLERK / TRANSPORT CONTROLLER (FEBRUARY 2005 – JUNE 2006)

- Register all cases received on the LESEDI data base and allocate the cases to the different investigators.
- Mann the internal hotline and handle all telephonic enquiries from members, offenders and the public concerning corruption related issues.
- Handling of cases which is confidential and to be investigated according to the different categories.
- Registered all complaints received in relevant registers and give feedback to complaints within 14 days on the manner which the compliant is handled.
- Give information for all statistics obtained from the registers and LESEDI database on a monthly basis and must be completed on time.
- Keep proper records of all case files leaving the administration office through the relevant case registers.
- Maintain a filing system as per file plan and ensure all documents are filed on the correct file plan as per file plan.
- Arrange meetings; assist with the preparation of agenda of meetings, taking of minutes at the meetings as well as during investigations.
- Processing of payments for purchasing orders is done monthly within the required payment date.
- Perform all legitimate ad-hoc duties and tasks delegated by the Directors within set time frames and within set standards.
- Give full support to Directors and investigators for example: Participate in internal and external workshops / serve on the internet for information pertaining investigations.
- To render services to the community with reference to corrupt related issues within the Department of Correctional.
- Working as a transport controller and ensure that all transport registers are up to date, booking of vehicles are done in advanced, inspect trip sheets and vehicles before and after journeys.
- Booking of flights for investigators to various places to conduct investigations.
- Attend regular meetings with Director's / Commissioners to update them on all work performed, both formally and informally.
- Manage finances and resources entrusted into my care by keeping of all money spend and assist the Director's with the internal budget, finance planning and maintenance.
- Ordering of all uniforms, office equipment and stationary.
- Liaise with other government departments, agencies and organizations.

SECRETARY (JULY 2006 - APRIL 2008)

- Receive visitors in the office the Director and office of the Chief Deputy Commissioner.
- Answer, screen telephone incoming calls.
- Manage the Director's dairy and the directorate's activities calendar.
- Manage and correspondence by receiving and distributing documents.

Caitlin Pringle

From: WESSA Northern Cape <wessanc@yahoo.com>
Sent: 09 July 2013 12:54 PM
To: Caitlin Pringle
Subject: Re: Meeting Invitation

Dear Caitlin

Thank you for the invitation.

Unlike most other Regions, the Northern Cape Region of WESSA is unstaffed, and run by a group of volunteers. We currently have nobody on our Committee to handle the Conservation portfolio, and pressure of work means that we are not able to attend meetings or participate in Environmental Impact Assessments at this time. **Please note that a lack of response does not mean that we condone this project; it simply means that we do not have the capacity to respond to all correspondence received.**

In the interest of saving paper, trees and costs, **please do not post any hardcopies or discs to us, unless specifically requested.** We cannot currently deal with these and they will be destroyed.

Our fax 053 842 1433 belongs to the McGregor Museum, and **should only be used under exceptional circumstances**, and for single pages only. This is a communal machine, so please mark all documents clearly 'WESSA', or direct them to me by name. **We prefer to communicate by e-mail.**

Should your project fall outside the Northern Cape Province, consult our website www.wessa.org.za for the contact details of the relevant WESSA office.

Please do not hesitate to contact me should you require any further information.

Suzanne Erasmus
Chairperson
WESSA (Northern Cape Region)
PO Box 316
8300 Kimberley
Tel 053 839 2717 w
Fax 053 842 1433 w
Cell 082 849 7655
wessanc@yahoo.com
<http://www.wessa.org.za>

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From: Caitlin Pringle <cpringle@slrconsulting.com>
To:
Cc: Natasha Daly <ndaly@slrconsulting.com>
Sent: Tuesday, 9 July 2013, 11:14
Subject: Meeting Invitation

Dear Sir/Madam

Tshipi é Ntle Manganese Mining (Tshipi) (Previously known as Ntsimbintle Mining (Pty) Ltd) currently operates the developing Tshipi Borwa Mine located on the farms Mamatwan 331 and Moab 700, to the south of Hotazel in the John Taolo Gaetsewe District Municipality in the Northern Cape Province.

The mine currently holds an approval (NC/30/5/1/2/2/0206MR) from the Department of Minerals and Energy (currently known as the Department of Mineral Resources) and an approval (NC/KGA/KATHU/37/2008) issued by the Department of Tourism, Environment and Conservation (currently known as the Department of Environment and Nature Conservation).

As part of the environmental assessment process, you have been identified as a key stakeholder in the project's process who may be interested in hearing more about the proposed project and to provide input into the environmental assessment process.

In this regard, please see attached letter.

Kind Regards,

Caitlin Pringle
Environmental Consultant
SLR Consulting (Africa) (Pty) Ltd

Email: cpringle@slrconsulting.com

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Tel: +27 11 467 0945

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